



The Water Well Project

Volunteer Engagement Coordinator

This volunteer position plays a key role in the Volunteer Engagement team within The Water Well Project's Committee. The role leads a team of volunteer engagement officers and supports with recruiting, assisting, and managing volunteers of The Water Well Project.

Key responsibilities

- Promote the work of The Water Well Project with the aim of recruiting and retaining volunteers
- Develop and implement initiatives and activities that support ongoing volunteer engagement, development and up-skilling to increase the capacity and capability of the organisation
- Lead a team of volunteer engagement officers to ensure they are meeting role responsibilities
- Be the first point of call for volunteer engagement questions that arise
- Assist in the coordination of online and face to face induction sessions for new volunteers as well as training updates for existing volunteers.
- Development and revision of the Volunteer Induction Handbook where required
- Develop and maintain stakeholder relationships, such as
 - Organisations through who we can recruit volunteers
 - Organisations who can help deliver volunteer upskill training
 - Individuals who work with us during our induction process such as location event managers and guest speakers
- Support volunteers to prepare for the delivery of health education sessions as required



The Water Well Project

Key selection criteria

1. Excellent verbal and written communication skills.
2. Excellent organisational, prioritisation and time management skills.
3. Ability to use own initiative to work independently and as a member of a team.
4. Ability to develop and maintain strong working relationships with a skilled base of volunteers.
5. Background qualifications in health (desirable)
6. Previous experience in people management (desirable)

Reporting

The Volunteer Engagement Coordinator reports directly to an allocated board member.

Term of Office and Time commitment

- Candidates should ideally be able to commit to a minimum of 12 months, subject to a probation period. The position will be reviewed annually
- 2~3 hours per week, with variability from week to week.
- Communication must be maintained within the committee on a regular basis, in a timely manner.

Our organisation

The Water Well Project is an Australian not-for-profit and registered health promotion charity which aims to improve the health and wellbeing of communities from migrant, refugee or asylum seeker background by improving their health literacy.

The Water Well Project works with organisations already working within the refugee support sector to deliver free, interactive health education sessions. Sessions are run across three states- Victoria, New South Wales and Tasmania. Our aim is to improve health literacy; promoting empowerment of individuals and communities, as well as promoting effective use of the Australian healthcare system and its many resources. Sessions are tailored to the needs and interests of community groups; and are



The Water Well Project

designed to be both culturally sensitive and interactive. Health education sessions are delivered by volunteer healthcare professionals.

Our values

- Collaboration
- Compassion
- Respectfulness of diversity
- Integrity
- Accountability

Conditions

All volunteers of The Water Well Project are required to comply with *The Water Well Project Volunteer Agreement* and agree to work according to our values.

The Water Well Project will recommend and also encourage all Committee members to identify appropriate training opportunities relating to their role. Funds may be made available for such a purpose.

Application Process

Please send a cover letter and recent Curriculum Vitae to the HR Manager, at hr@thewaterwellproject.org